

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

DODD 5330.3/AIR FORCE SUPPLEMENT
18 FEBRUARY 1999



DEFENSE AUTOMATED PRINTING SERVICE (DAPS)

OPR: HQ AFCIC/SYSM (Mr. A. Nesbitt)

Certified by: HQ USAF/SCXX (Lt Col Wilson)

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Department of Defense

DIRECTIVE

NUMBER 5330.3

June 25, 1997

DA&M

SUBJECT: Defense Automated Printing Service (DAPS)

References: (a) Title 10, United States Code

(b) DoD Directive 5330.3, "Defense Printing Service," January 7, 1993 (hereby canceled)

(c) DoD Instruction 3300.2, "Combined Intelligence Publishing Service (CIPS)," February 7, 1994

(Added)(AF) (d) Title 44 United States Code (U.S.C.), *Public Printing and Documents*

(Added)(AF) (e) Senate Publication 101-9, *Government Printing and Binding Regulations* (GPBR), February 1990

(Added)(AF) (f) Department of Defense Instruction (DoDI) 5330.1, *Printing, Binding and Related Equipment Programs*, July 6, 1954, with Change 2, June 12, 1961

(Added)(AF) (g) DoDI 7760.3, *Requisitioning of Printing, Duplicating and Reproduction Work (DD Forms 843 and 844)*, June 16, 1955

★(Added)(AF) (h) OSD Memorandum, Subject: Printing of Business Cards, dated August 28, 1998.

1. PURPOSE

Pursuant to the authority vested in the Secretary of Defense under reference (a), this Directive reissues reference (b) to redesignate the Defense Printing Service as the Defense Automated Printing Service (DAPS) and to update associated responsibilities, functions, relationships, and authorities.

1.1. (ADDED)(AF) This supplement implements Air Force Policy Directive (AFPD) 37-1, *Air Force Information Management* (will convert to AFPD 33-3 when published). This supplement is based on Title 44 U.S.C., *Public Printing and Documents*; Senate Publication 101-9, *Government Printing and Binding Regulations* (GPBR), February 1990, issued by the Congressional Joint Committee on Printing (JCP), which governs printing and duplicating; *Comptroller General Decisions* affecting printing products; *Code of Federal Regulations* (CFR) that govern certain printing products used throughout the Air Force; DoDI 5330.1, *Printing, Binding and Related Equipment Programs*, July 6, 1954, with Change 2, June 12, 1961; and DoDI 7760.3, *Requisitioning of Printing, Duplicating and Reproduction Work (DD Forms 843 and 844)*, June 16, 1955. Any organization may supplement the Air Force portion of this directive. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to Headquarters Air Force Communications and Information Center (HQ AFCIC/SYSM); other commands send one copy of each supplement to the next higher headquarters. Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/XPPX), 203 W. Losey Street, Room 1060, Scott AFB IL 62225-5233, through appropriate channels, using Air Force (AF) Form 847, Recommendation for Change of Publication. See Attachment 1 for a glossary of references and supporting information used in this supplement.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

2. (AF) This supplement applies to all Air Force activities including United States Air Force Reserve units.

3. MISSION

The DAPS shall serve as the consolidated organization for printing and high speed-high volume duplicating, and as the preferred provider of document conversion and/or automation services (hereafter referred to collectively as "automated printing services") in the Department of Defense, excluding:

3.1. Intelligence Agencies of the Department of Defense in accordance with reference (c) (the Defense Intelligence Agency, National Security Agency, and the National Imagery and Mapping Agency).

3.2. Tactical activities and National Guard and Reserve organizations, except as mutually agreed by the cognizant DoD Component and the Administrator, DAPS.

4. ORGANIZATION AND MANAGEMENT

The DAPS is established as a component of the Defense Logistics Agency (DLA). It shall consist of an Administrator and such subordinate organizational elements as may be established within authorized resources.

5. RESPONSIBILITIES AND FUNCTIONS

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

5.1.1. Serve as principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on automated printing services policies and programs and provide policy guidance to the DoD Components regarding the operation and management of printing services in the Department of Defense.

5.1.2. Chair the DoD Automated Printing Services Oversight Group, composed of senior-level representatives of the Secretaries of the Military Departments; the Under Secretary of Defense (Comptroller) (USD(C)); the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence; and the Director, DLA. Other DoD officials may be invited to participate, as required. The Group will meet annually, or more often as necessary, to resolve significant issues.

5.1.2. (AF) HQ AFCIC/SYS acts as the Air Force representative for the DoD Automated Printing Services Oversight Group.

5.1.3. Represent the Department of Defense on printing services policy matters with the Joint Committee on Printing (JCP), Government Printing Office (GPO), Office of Management and Budget (OMB), and other Government Agencies.

5.1.3.1. (ADDED)(AF) HQ AFCIC/SYS acts as the Central Printing and Publications Management Organization (CPPMO) responsible for Air Force compliance with Public Law.

5.2. The Director, DLA, is designated as the single manager for DoD automated printing

services, both for the operation of DoD in-house facilities and for the departmental printing services procurement functions. In this capacity, the Director, DLA, shall:

5.2.1. Exercise authority, direction, and control over the DAPS.

5.2.2. Appoint an Administrator to manage and operate the DAPS.

5.2.3. Provide guidance to the Administrator regarding the management of the DAPS and its relationships with other commands, organizations, and activities within the DLA, as well as with other DoD Components and Government Agencies.

5.2.4. Finance the operations of the DAPS under the Printing and Publications Services Business Area of the Defense Business Operations Fund.

5.3. The Administrator, DAPS, shall:

5.3.1. Organize, direct, and manage the DAPS and all its assigned resources; produce or procure automated printing services; and administer, supervise, and control all assigned programs, services, and functions.

5.3.1.1. (ADDED)(AF) DAPS will not process requests for the printing of calendars. Calendars are supply items available from General Services Administration (GSA).

★5.3.1.2. (ADDED)(AF) DAPS will purchase business cards for recruiters, using appropriated funds. Recruiters obtain approval from Headquarters Air Education and Training Command, Communications and Information Directorate, and order cards through DAPS. Other Air Force activities may print business cards, as required in the performance of their official functions provided they use existing hardware, software and agency-purchased card stock. Cards may only be printed for use in connection with official activities when the exchange of cards would facilitate mission-related business communications (as distinct from the extension of a social or business courtesy). To minimize waste, print only as many as needed. Recommended specifications are:

★5.3.1.2.1. (Added)(AF) Use a finish size of 80 mm by 51 mm (3-1/2 by 2 inches).

★5.3.1.2.2. (Added)(AF) Use white card stock 135 g/m² to 20 g/m² (50-110 pound).

★5.3.1.2.3. (Added)(AF) Print one side only in black ink.

★5.3.1.2.4. (Added)(AF) Set names in 10-point Times New Roman, caps and small caps.

★5.3.1.2.5. (Added)(AF) Set telephone numbers and addresses in 6-9 point Times New Roman.

★5.3.1.2.6. (Added)(AF) Set the identification line as one line in 6-8 point Times New Roman.

★5.3.1.2.7. (Added)(AF) Set page size 3 inches wide by about 1-5/8 inches deep.

★5.3.1.2.8. (Added)(AF) Show name and address of Air Force organization and the name and business telephone number of the card user.

★5.3.1.2.9. (Added)(AF) Do not show personal telephone numbers and home addresses.

★5.3.1.2.10. (Added)(AF) Print either the official Air Force seal or the official command or organization seal as a fine line drawing.

★5.3.1.2.11. (Added)(AF) On the identification line clearly show the individual as an Air Force military or civilian personnel.

5.3.1.3. (ADDED)(AF) DAPS will not provide personalized stationery. Names, addresses, and telephone numbers on stationery items create obsolete stocks when personnel change. Use functional titles of key officials when printing memoranda and note pads.

5.3.1.4. (ADDED)(AF) DAPS will not buy greeting cards with appropriated funds. Such items are a personal expense.

5.3.1.5. (ADDED)(AF) DAPS will advise Air Force activities not to include printing in grants or contracts unless approval is obtained from the Congressional JCP through DAPS. Air Force activities may include writing and editing services, manuscript preparation, and related graphics or administrative printing needed to fulfill the grant or contract. Air Force grantees and contractors may make copies up to the duplicating limits (5,000 copies of any page or 25,000 copies of a complete job) but may not reorder to circumvent these limits. If printing must be delivered with goods or services, or the contractor must update the original data, the Congressional JCP/DAPS may grant a waiver to include composition in a grant or contract. Field activities must send waiver requests, with justification, through

their local DAPS office before awarding the contract.

5.3.1.6. (ADDED)(AF) DAPS will encourage Air Force offices of primary responsibility (OPR) to print documents on both sides of paper whenever possible. It is more economical and ecologically efficient.

5.3.1.7. (ADDED)(AF) DAPS will encourage the use of the metric system of measurement in procurements and other business-related activities.

5.3.1.8. (ADDED)(AF) DAPS will provide recycled paper for printing products whenever possible.

5.3.1.9. (ADDED)(AF) DAPS will insist on compliance with security requirements. Assist customers with technical procedures when reproducing classified material on copiers and provide assistance to identify any potential security risk when new reproduction technology is introduced.

5.3.2. Provide effective and efficient automated printing services support to the DoD Components.

5.3.2. (AF) As a service to its customers, DAPS:

5.3.2.1. (ADDED)(AF) Operates printing facilities at Air Force installations and provides support of Air Force printing, duplicating, copying, and as necessary, commercial procurement of these products.

5.3.2.1.1. (ADDED)(AF) Provides printing products and services using the International Merchant Purchase Authorization Card (IMPAC).

5.3.2.1.2. (ADDED)(AF) Supports commercial and in-plant printing services for Air Force activities.

5.3.2.1.3. (ADDED)(AF) Ensures OPRs sign work orders certifying that printing and duplicating work is legal, official business, and that it does not exceed the allocated budget for the fiscal year.

5.3.2.1.4. (ADDED)(AF) Prevents the use of advertisements or endorsements in government publications.

5.3.2.1.5. (ADDED)(AF) Ensures OPRs provide DAPS a release for

copyrighted materials and credit the source. See Air Force Instruction (AFI) 51-303, *Intellectual Property - Patents, Trademarks, and Copyrights*, for guidance.

5.3.2.2. (ADDED)(AF) DAPS cautions OPRs that printing in two or more colors generally increases costs. Consequently, it is the OPR's responsibility to ensure that all multicolor printing contributes demonstrable value. DAPS will recommend that OPRs print all documents in one color, unless additional color is integral to the purpose. Examples are maps and illustrations of medical specimens or diseases; plants; flags; uniforms; safety; fire prevention; attention-catching recruiting posters. Do not use color solely for its decorative effect or for prestige. Use of excessive printing specifications such as coated paper, multicolor inks, embossing, die-cutting, foil stamping, etc., should also be avoided when less expensive methods and items will do.

5.3.3. Conduct a coordinated DoD automated printing services program covering the production, procurement, and distribution of publications.

5.3.4. Administer Department-wide automated printing services management systems, programs, and activities, including technical assistance, support services, and information.

5.3.4. (AF) Air Force activities will not procure high-speed copiers that produce more than 55 copies per minute without approval of DAPS. Provide HQ AFCIC/SYSM with a copy of request.

5.3.5. Provide advice and assistance on automated printing services matters to the DoD Components and other organizations, as appropriate.

5.3.6. Act as DoD representative for technical automated printing services matters under DAPS cognizance with the JCP, GPO, OMB, and other Government Agencies.

5.3.7. Ensure that the products and services provided are based on "best value" as determined by quality, price, and delivery time.

5.4. The USD(C) shall advise and provide policy guidance on the functioning of the Printing and Publications Services Business Area of the Defense Business Operations Fund and related financial management matters.

5.5. The Heads of the DoD Components shall:

5.5.1. Obtain automated printing services through DAPS, consistent with the provisions of this Directive.

5.5.1.1. (ADDED)(AF) Reproduce classified documents only on copier equipment

approved by the unit security manager and comply with security requirements. Request technical advice on copier equipment specifications from local DAPS prior to approving equipment for classified use.

5.5.1.2. (ADDED)(AF) Notify the local DAPS office of printing discrepancies, changes in direct deal contracts, contractor's failure to perform, or other problems related to printing activities.

5.5.1.3. (ADDED)(AF) Obtain decals and other markings prescribed in the technical order (TO) from the managing Air Logistics Center for the equipment or system. The request must include the TO number, illustrated parts breakdown figure and index, part number, and quantity required. Decals and markings not prescribed by the TO, such as those required for local or single MAJCOM use, are obtained directly through DAPS.

5.5.1.4. (ADDED)(AF) Do not submit GPO Form 3868, Notification of Intent to Publish (available through DAPS), if the publications you intend to print are: national security classified, For Official Use Only, strictly for administrative or operational purposes and of no interest to the public or of no educational value.

5.5.1.5. (ADDED) (AF) For additional guidance visit the Air Force Printing Information web site at <ftp://134.205.165.72/printpolicy/index.htm>.

5.5.2. Cooperate with and provide necessary information and assistance to the Director, DLA, and Administrator, DAPS, in setting requirements, arranging for and executing inter-Service support agreements, and enabling the DAPS to provide them with the required products and services in an effective and efficient manner.

6. RELATIONSHIPS

6.1. In the performance of assigned responsibilities and functions, the Administrator, DAPS, shall:

6.1.1. Maintain liaison with the DoD Components, other Government Agencies, and private sector organizations for the exchange of information concerning assigned programs, activities, and responsibilities.

6.1.2. Use established facilities and services of the Department of Defense and other Government Agencies, whenever practicable, to avoid duplication and to achieve modernization, efficiency, economy, and user satisfaction.

6.2. The heads of the DoD Components shall coordinate with the Administrator, DAPS, on all matters related to the responsibilities and functions listed in subsection 5.3., above.

7. EFFECTIVE DATE

This Directive is effective immediately.

John P. White
Deputy Secretary of Defense

WILLIAM J. DONAHUE, Lt General, USAF
Director, Communications and Information

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Senate Publication 101-9, *Government Printing and Binding Regulations* (GPBR)(available from the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20402)

Title 44 U.S.C., *Public Printing and Documents*, 1988 edition

Comptroller General Decisions

Code of Federal Regulations (CFR)

DoDI 5330.1, *Printing, Binding and Related Equipment Programs*, July 6, 1954

DoDI 7760.3, *Requisitioning of Printing, Duplicating and Reproduction Work (DD Forms 843 and 844)*, June 16, 1955

AFPD 37-1, *Air Force Information Management* (will convert to AFPD 33-3)

AFI 51-303, *Intellectual Property - Patents, Trademarks, and Copyrights*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

CFR—Code of Federal Regulations

CPM—Copies Per Minute

CPPMO—Central Printing and Publications Management Organization

DAPS—Defense Automated Printing Service

DD—Department of Defense (used to designate forms)

DoD—Department of Defense

DoDD—DoD Directive

DRU—Direct Reporting Unit

FOA—Field Operating Agency

GPBR—Government Printing and Binding Regulations

GPO—Government Printing Office

HQ AFCA—Headquarters Air Force Communications Agency

HQ AFCIC—Headquarters Air Force Communications and Information Center

IMPAC—International Merchant Purchase Authorization Card

JCP—Congressional Joint Committee on Printing

MAJCOM—Major Command

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

TO—Technical Order

U.S.C.—United States Code

Terms

Binding—The process used to finish a book, pamphlet, or single sheet of paper after the presswork is completed. Binding processes include: gluing, sewing, and stitching; drilling and punching; collating; folding, cutting, and trimming; stamping and lettering. Binding processes do not include: simple hand stapling and punching tools; manual and semiautomatic collators.

Central Printing and Publications Management Organization (CPPMO)—The organization that manages the agency's printing program. The Air Force CPPMO is HQ AFCIC/SYS.

Composition—The use of phototypesetting or electronic character-generating devices to set type and produce camera copy, negatives, plates, or images for printing and microform production.

Copier—Device that makes copies by electrostatic, thermal, or other copying processes at speeds no greater than 69 CPM.

Defense Automated Printing Service (DAPS)—The service that manages the DoD consolidated printing and duplicating programs. They are a subordinate unit of the Defense Logistics Agency who is the executive agent for DoD printing.

Document—Recorded information in paper or some other medium.

Duplicating—Producing material in one color, using an electrostatic process; stencil, master, or offset plate not made with an intermediate film.

Electronic Printing—Electronic composition, reproduction, and finishing of information for general distribution produced through high-speed (50 CPM or more) imaging without a plate, using nonimpact methods on paper, film, magnetic, or optical media.

Government Printing Office (GPO)—The primary source of federal printing managed by the Public Printer. The Regional Printing Procurement Offices are established by the Public Printer to buy federal printing in their areas.

Government Printing and Binding Regulations (GPBR)—Government printing and binding regulations issued by the Congressional JCP.

Printing—Any process that produces multiple copies of printed material. This includes composition, platemaking, press work (includes electronic printing), and binding. It does not include office photocopying or any other method that is capable of only limited production. There are two kinds of Air Force printing: (1) Departmental Printing: Required by HQ USAF for use throughout the Air Force. (2) Field Printing: Done by a MAJCOM, FOA, or DRU mainly for its own use.

(Added)(AF) Attachment 2
INTERIM CHANGE 99-1

IC 99-1 TO DODD 5330.3/AFSUP, DEFENSE AUTOMATED PRINTING SERVICE (DAPS)

13 JANUARY 1999

★SUMMARY OF REVISIONS

This action changes DODD 5330.3/AFSUP, 1 November 1998, and incorporates Interim Change (IC) 99-1 (Attachment 2) which adds Reference (h). It also revises paragraph 5.3.1.2 and adds paragraphs 5.2.1.2.1 through 5.3.1.2.11. A star (★) indicates revision from the previous edition.

★References: (Added)(AF) (h) OSD Memorandum, Subject: Printing of Business Cards, dated August 28, 1998.

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